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Training

**AFRC RESERVE FINANCIAL TRAINING &
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-22, *Military Training*, and establishes responsibilities, procedures, and relationships of agencies involved in the reserve financial training program. It covers training requirements and establishes procedures and responsibilities for scheduling and conducting training meetings and workshops. It provides guidelines for the management of the financial reservist training program.

The financial reservist training mission is to acquire the financial skills needed to augment the active forces and provide financial operations for all funding, accounting, and customer service requirements during deployment. The Career Field Education and Training Plan (CFETP) is the primary training tool for ensuring financial reservists are prepared to meet mission challenges.

1. Concept and Procedures:

1.1. Training Concept:

1.1.1. The goal of this training concept is to maintain those skills identified in the training standards contained within the functional CFETP. The intent is to train to a standard.

1.1.2. To best meet training goals and enhance unit readiness, a member will perform their annual tour training based on the following three year training cycle.

1.1.2.1. Reservist will support an AEF tour, train at their GMAJCOM, or attend a formal training class

1.1.2.2. Reservist will train at home station once every three years

1.1.2.3. Reservist will attend the AFRC Contingency Training Course every four years

1.1.3. The reservist must accept opportunities for qualification and skill-level upgrade training and actively participate in the learning process.

1.2. Training Procedure:

1.2.1. Enlisted personnel must complete all mandatory training requirements per the CFETP for award of the 3, 5, 7 and 9 skill levels.

1.2.1.1. The Specialty Training Standard (STS) training task times will be based on Attachment 1, *STS Time Application Table*.

1.2.1.2. A member will take part in school tours to keep or increase proficiency in the duty AFSC or wartime tasking. For enlisted members, school tours are identified in the CFETP.

1.2.1.3. Units will submit their individual reservist formal training requirements to their unit training office. In-turn, the unit training office notifies HQ AFRC/DP and with HQ AFRC/FMXX approval, obtains and allocates the individual quotas, and notifies the unit's training office of the availability or non-availability.

1.2.1.3.1. If a unit needs to delete or change a member's quota this must be accomplished 45 days prior to class start date. The Comptroller/Budget Officer will provide HQ AFRC/FMXX the reason for the change or deletion.

1.2.1.4. Only HQ AFRC/FMXX will communicate directly with Air Education and Training Command to establish training requirements.

1.2.2. HQ AFRC/FMXX annually forecasts a three-year projection for formal training requirements based on unit submissions. Units must identify all known training requirements to ensure quotas will be available for upgrade training.

1.2.3. Approved lesson plans for the Financial Management and CFETP are on the SAF/FM web site, <http://www.saffm.hq.af.mil/ENL/training.html>. These lesson plans and tests must be utilized to sign off the STS.

1.2.4. A yearly Financial Reservist Training Plan must be developed and submitted to HQ AFRC/FMXX by 1 October.

1.2.5. Reservists must understand the applicable CFETP requirements and career path.

2. Responsibilities:

2.1. Financial Reservist:

2.1.1. Responsible for meeting satisfactory unit training assembly (UTA) and annual training requirements in accordance with AFMAN 36-8001, *Reserve Personnel Participation And Training Requirements*.

2.1.2. Responsible for completing the initial career brief with the superintendent and must actively participate in the learning process for the upgrade training.

2.1.3. Completes on-the-job training (OJT), annual tour (AT), UTAs and ancillary training. Mandatory training requirements are outlined in AFI 36-2201, *Developing, Managing and Conducting Training*, AFMAN 36-2108, *Enlisted Classification*, and the CFETP.

2.1.4. Discusses the various phases and subject matter of the training with the trainer

2.1.5. Reads assigned materials and demonstrate proficiency on assigned tasks.

2.1.6. Advises senior financial reservist when training materials are needed and accomplished.

- 2.1.7. Initials OJT and qualification training accomplishments with the trainer when training is preformed at UTA and AT.
- 2.1.8. Works closely with the ART and senior financial reservist to project AT training or special tours by 1 October of each year.
- 2.1.9. Performs AT with a gaining major command (GMAJCOM) not less than every 4 years in accordance with 1.1.2.
- 2.1.10. Takes training files, AF Form 623, **Individual Training Record**, and OJT record to training monitor of host unit or active duty site when on AT.
- 2.1.11. Submits after-action reports (AT and contingencies) to the ART, senior reservist, or comptroller/budget officer by the following UTA.
- 2.1.12. Participate in TOP DOLLAR, AEF and Contingency Training as assigned in accordance with 1.1.2.

2.2. Senior Financial Reservist (Enlisted):

- 2.2.1. Supervises unit financial reservists and establishes controls to ensure training meets mission requirements.
- 2.2.2. Delegates office duties to reservists in specific capacities (that is, OJT, STS, or according to AF Form 623) to provide enlisted specialty training requirements.
- 2.2.3. Ensures OJT accomplishments of reservists are certified monthly using AF Form 623 and AF Form 623A, **On-The-Job Training Record Continuation Sheet**, or AF Form 1098, **Special Task Certification and Recurring Training** as applicable.
- 2.2.4. Works with comptroller/budget officer, ART and individual reservist to tailor specific training requirements and develop long-term training plans.
 - 2.2.4.1. Develops 3-year forecasts for reservist formal training requirements and send to HQ AFRC/FMXX when required.
 - 2.2.4.2. A training plan will be on file at the unit and a copy submitted to HQ AFRC/FMXX by 1 October of each year. The training plan should be based on the AFPAM 65-110, *Deployed Agent Operations*, and the CFETP.
- 2.2.5. Maintains training files with the training manager/ART, including AF Form 623 and AFSC 6F0XX STS, using the minimum training times shown in Attachment 1.
- 2.2.6. Coordinates with the training manager/ART to obtain guidance and training support.
- 2.2.7. Reviews and forwards formal school training requests to unit training office.
- 2.2.8. Ensures each reservist performs AT training.
- 2.2.9. Provides information to the senior reservist officer on reservists' AT dates.
- 2.2.10. Ensures reservists eligible to participate in contingency operations meet the necessary requirements for worldwide qualification (training classes, contingency training course, ancillary requirements, equipment etc.)
- 2.2.11. Coordinates with Quality Assurance (QA) manager to resolve discrepancies found during staff visits and unit inspections.

2.2.12. In accordance with the training MOA, tenant units will coordinate training requirements of the reservists with host unit. The host unit will be notified of any training changes for the scheduled reservist. If there is a no-show, the host unit will notify the tenant comptroller and the comptroller will take corrective action to ensure that the MOA requirements are met.

2.2.13. Manages the reservist Career Development Course (CDC) study program.

2.2.14. Ensures that the LOGDET is up-to-date and ready for deployment.

2.3. Senior Financial Reservist (Officer):

2.3.1. For units without an ART, the senior financial officer will assume all responsibilities listed in section 2.4.

2.3.2. Inherently responsible for all training conducted on UTA and will provide direction and guidance for the trainers and management development activities including OJT enrichment.

2.3.3. Coordinates with the senior enlisted financial reservist, training manager/ART to ensure all training criteria is met.

2.3.4. Ensures timely progression for assigned reservists in accordance with the CFETP.

2.3.5. Monitors and evaluates, on a periodic basis, the training to ensure all reservists are proficient in:

2.3.5.1. Ancillary training.

2.3.5.2. Mission readiness and duties.

2.3.5.3. Upgrade training.

2.3.6. Ensures the trainers provide a written annual training plan to the trainees that outline specific monthly obligations.

2.3.7. Ensures that trainers are assigned and are qualified.

2.3.8. Ensures the trainers provide documental, realistic and meaningful training to the trainees.

2.3.9. Reports training progress and problems to unit comptroller/budget officer monthly.

2.3.10. Coordinates with the Comptroller and HQ AFRC/FMXX on any changes in unit readiness.

2.3.11. Ensures availability of personal career counseling and other guidance.

2.3.12. Coordinates with ART and comptroller/budget officer to prepare annual operations and maintenance budget for mobility and training equipment and supply items. Develops the reserve personnel appropriation budget for military pay and travel entitlements for the assigned financial reservists.

2.3.13. Works with unit comptroller/budget officer and coordinates with the ART to ensure civilian training support is provided during UTA and AT performed at home station.

2.3.14. Ensures AF Form 623 is properly documented and maintained.

2.3.15. Works with the recruiting flight to establish criteria for properly suited recruits to become financial reservists.

2.4. Air Reserve Technician (ART):

- 2.4.1. Serves as liaison between assigned reservists and other staff functions to coordinate enrollment in or requirements for:
 - 2.4.1.1. Formal training program to include ordering materials and scheduling of tests
 - 2.4.1.2. Rescheduling of UTAs.
 - 2.4.1.3. Orders preparation.
 - 2.4.1.4. Ancillary training (chemical warfare training, weapons qualifications, medical appointments, etc.).
 - 2.4.1.5. Works with the officer and comptroller/budget officer to ensure financial reservists meet all requirements for worldwide deployment taskings.
 - 2.4.1.6. Monitors mobility roster and tasking requirements to ensure qualified members are assigned mobility positions.
- 2.4.2. Works with senior reservist and coordinates with unit comptroller/budget officer to ensure civilian training support is provided during UTA and AT performed at home station.
- 2.4.3. Fulfills all responsibilities designated in the AFI 36-2201 for unit training managers.
- 2.4.4. Maintains assigned reservist training records to include AF Form 623 and AFSC 6F0XX STS.
- 2.4.5. Ensures training requirements are met:
 - 2.4.5.1. Forecasts formal training requirements for the next 3-year cycle to the comptroller/budget officer by 1 June as coordinated by senior reservist.
 - 2.4.5.2. Works with the Senior Officer and Senior NCO to develop annual and quarterly training plans for reservists.
 - 2.4.5.3. Works with senior reservist to monitor reservist upgrade and proficiency training.
 - 2.4.5.4. Coordinates with senior reservist officer to ensure timely progression for assigned reservists in accordance with the CFETP.
 - 2.4.5.5. Works with senior reservist to coordinate formal school tours and ATs to maximize training opportunities. Schedules reservist for MAJCOM and Air Force-level contingency exercises and training.
- 2.4.6. Plans and coordinates OJT. Operates with senior officer and comptroller/budget officer to ensure all trainers/certifiers have the proper certification training IAW AFI 36-2201.
- 2.4.7. Distributes and responds to manning assistance requests levied by HQ AFRC/FMXX.
- 2.4.8. Coordinates with senior leadership to plan training for UTA and AT.
- 2.4.9. Schedules AT in the on-line reservist Annual Tour Scheduling Program no later than 1 October. After approval by HQ AFRC/FMXX, coordinates with the supervisor on AT training requirements and submits a letter to AT site advising type training required for each reservist at least 45 days before AT. Advises HQ AFRC/FMXX training coordinator when reservist does not accomplish scheduled training.
- 2.4.10. Ensures travel orders are provided for reservists ATs, school tours, and special tours.

2.4.11. Provides training for all personnel performing TDY, AT, or contingency on the "do's" and "don'ts," points of contact, travel, lodging, transportation and any other special requirements needed.

2.4.12. Provides a copy of the training feedback on the AT, TDY, and AEF to HQ AFRC/FMXX.

2.4.13. Maintains contact with HQ AFRC/FMXX to secure up-to-date information on wartime mission, deployment locations, and AEF taskings. Works with senior reservist and comptroller/budget officer to formulate plans and operational instructions to assist financial reservists in responding to taskings.

2.4.14. Disseminates all changes in mobility data to commander, comptroller/budget officer, and senior reservist officer.

2.4.15. Reviews current copy of the unit-manning document (UMD).

2.4.16. Ensures unit task code logistic packages (XFFAG) are up to date and ready for deployment (current instructions and equipment).

2.4.16.1. Reviews HQ AFRC/FMXX deployment requirements to ensure required mobility items are procured, stored, and maintained.

2.4.16.2. Reports status of equipment to HQ AFRC/FMXX quarterly.

2.5. Comptroller/Budget Officer:

2.5.1. Responsible for the training program and general management guidance for qualification training of all unit-assigned reservists with financial management Air Force Specialty Codes (AFSC).

2.5.2. Ensures financial reservists are provided work assignments and training in their AFSCs. This includes reviewing the annual training plan developed by the senior reservist and scheduling civilians (based on this plan and when requested by senior reservist) during UTA and AT to provide training to reservists.

2.5.3. Ensures tools are available to accomplish OJT and that training is properly documented.

2.5.3.1. Ensures that office space, computers, publications, and other necessary equipment are available for reservists during the UTA.

2.5.3.2. Provides adequate storage space to file training records and equipment of reservists.

2.5.4. Ensures unit training plan is accomplished and on file at unit and HQ AFRC/FMXX by 1 October of each year.

2.5.5. Ensures that the civilian staff is scheduled to train reservists on UTA weekends in accordance to the training requirements of the financial reservists and that these training sessions meet the training plan requirements on file with HQ AFRC/FMXX.

2.5.6. Ensures open lines of communication between civilian work force and reservists to enhance training program.

2.5.7. Comptroller/Budget Officer or FSO will attend a minimum of one (1) UTA per quarter to observe training and review records.

- 2.5.8. Briefs wing or group commander as required on the training status of assigned financial reservists.
 - 2.5.9. Ensures all training is based on the STS, *Time Application Table* in Attachment 1.
 - 2.5.10. Represents HQ AFRC/FMXX on issues concerning training of assigned reservists.
 - 2.5.11. Ensures annual forecast of formal training requirements for all financial reservists is submitted to HQ AFRC/FMXX by
 - 2.5.12. Ensures that HQ AFRC/FMXX Training Manager receives the 3-year formal training forecast for all financial reservists.
 - 2.5.13. Monitors corrective actions for training deficiencies.
 - 2.5.14. Contacts HQ AFRC/FMXX immediately if problems could degrade reservist training.
 - 2.5.15. Serves as unit liaison to HQ AFRC/FMXX for planning and conducting a command centralized AT training program.
 - 2.5.16. Supports AT requirements levied by HQ AFRC/FMXX as defined in par 1.1.2.
 - 2.5.17. Provides guidance, mentoring, and training to senior financial reservist as required.
 - 2.5.18. Ensures officer and senior reservist use the Master Task Listing (MTL) and STS, *Time Application Table* (Atch. 1) to ensure 100 percent task coverage.
 - 2.5.19. Coordinates policy and program changes with senior officer.
 - 2.5.20. Ensures Senior Financial Reservist/designee receives pertinent e-mail message traffic.
 - 2.5.21. Ensures training requirements are sent to the GMAJCOMs training site 45 days in advance of the reservist's AT training.
 - 2.5.22. Tenant locations will develop a memorandum of agreement (MOA) with the host site FM office for training requirements.
 - 2.5.23. Budgets for logistics detail (LOGDET) and any school, training, or TDY required by the reservists.
 - 2.5.24. Provides input and coordinates on OERs/EPRs for officer and enlisted personnel.
 - 2.5.25. Submits input on senior financial reservists OERs/EPRs to unit commander for consideration.
 - 2.5.26. Maintains and disposes of records according to AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.
- 2.6. HQ AFRC/FMXX:
- 2.6.1. Oversees the education and training program, manpower, and deployment of the comptroller reservists to ensure compliance with applicable directives.
 - 2.6.2. Provides guidance and policy interpretation to the unit comptrollers/budget officer, ARTs and senior financial reservists on training issues, initiatives and assistance as necessary.
 - 2.6.3. Serves as HQ AFRC/FM liaison for financial reserve organization structure and the financial reservist training program.

- 2.6.4. Provides training guidance for financial reservists through the senior reservist/ART.
- 2.6.5. Maintains financial reservist AT training program database.
- 2.6.6. Performs staff assistance visits to review unit OJT and contingency training program, training plans, compliance with CFETP 6F0XX requirements, and training records.
- 2.6.7. Identifies and analyzes MAJCOM training requirements and maintains records relative to unit training accomplishments, proficiency, and training problems for review by HQ AFRC/FM and staff.
- 2.6.8. Approves schedules submitted by senior reservist for financial reservist ATs by 15 October. Reports any problems to senior reservist/ART.
- 2.6.9. Provides a general schedule to the GMAJCOMs for training.
- 2.6.10. Works with GMAJCOMs to ensure an up-to-date MOA for training is on file.
- 2.6.11. Coordinates with GMAJCOMs and reserve units on military personnel appropriation and reserve personnel appropriation requirements.
- 2.6.12. Ensures reservist workshop is held every 18 months.
- 2.6.13. Oversees annual TOP DOLLAR/contingency training.
- 2.6.14. Chairs the Financial Reservists' Working Group (FRWG), Financial Reservist Officers' Working Group (FROWG) and Art Working Group.
- 2.6.15. Oversees annual financial reservist awards program.
- 2.6.16. Acts as MAJCOM functional Manager and is approval authority for waivers submitted to HQ AFRC/DP.
- 2.6.17. Monitors corrective actions for training deficiencies.

3. Deployments:

3.1. Aerospace Expeditionary Force (AEF):

3.1.1. Financial reservists are required to take part in a fifteen month life cycle that includes training, preparation and on-call/deployment eligibility. Reservists are committed to a minimum of a 15-day in-place tour with the option of volunteering for longer tours with HQ AFRC/FMXX approval. All deployable reservists are required to be current on all ancillary and contingency training.

3.2. Contingencies:

3.2.1. When approved by HQ AFRC/FM, financial reservists who deploy in support of their unit or active duty unit during a contingency deploy with the LODGET. The deployed financial reservist continues financial operations and serves as the focal point for all funding, accounting, and customer service requirements during contingency operations.

3.2.2. The senior deployed reservist submits an after-action deployment report to their comptroller/budget officer within 30 days of return to home station. The comptroller/budget officer sends a copy of this report to HQ AFRC/FMXX.

4. Financial Reservists' Working Group (FRWG):

- 4.1. Provides leadership and direction for financial reservists by establishing uniformity of training to enhance the image of the Air Force Reserve Command, as a quality force capable of meeting wartime needs with mission ready personnel.
- 4.2. Composed of highly motivated officers and enlisted financial reservists representing a cross section of the career field.
- 4.3. Membership consists of 12 financial reservists and a representative from HQ AFRC/FMXX. HQ AFRC/FMXX training coordinator serves as the chairperson.
 - 4.3.1. Members are selected from volunteers nominated by the unit comptroller/budget officer, endorsed by the unit commander, and approved by HQ AFRC/FM.
 - 4.3.2. Members serve a 2-year term with a 50 percent change of members each year.
 - 4.3.3. Smaller committees may be appointed to address specific issues or training requirements.
- 4.4. The FRWG meets semi-annually.

5. Financial Reservists' Officers Working Group (FROWG):

- 5.1. The mission of the FROWG is to develop technical training and career path development for Financial Management Reserve Officers.
- 5.2. Serves as a mechanism to allow sharing of leadership ideas and experiences amongst FM reserve officers.
- 5.3. Provides mentoring, in accordance with AFI 36-3401, *Air Force Mentoring*, of junior FM officers with an eye to development of officership, leadership, and comptrollership skills.
- 5.4. Membership is comprised of all FM reserve officers with the AFRC/FMXX serving in an advisory capacity.
- 5.5. The FROWG meets annually.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander

Attachment 1

TIME APPLICATION TABLE

A1.1. Use AF Form 623, **Specialty Training Standard (STS)**, to identify financial reservist training. Table A1.1 reflects the times that should be dedicated for minimum training. These times do not necessarily include practical application. The time application was approved by the Financial Reservist Working Group (FRWG) and is a guide for staff assistance visits and operational readiness inspections.

Table A1.1. Time Application Table for the AF Form 623, Specialty Training Standard (STS).

PARAGRAPH	TIME	DESCRIPTION
CAREER LADDER PROGRESSION		
1.0	15 Min	Career Ladder Progression
PUBLICATIONS*		
2.1	25 Min	Locating Publications
2.2	25 Min	Research, Interpret and Apply Functional Publications
SPECIFIC OPERATIONS SECURITY (OPSEC)		
3.0	3 Hrs	Specific Operations Security
FINANCIAL MANAGEMENT AND COMP-TROLLER		
4.1	1 Hr	DoD
4.2		SAF
4.3		MAJCOM level
4.4		Wing/Base Level
4.5		Defense Finance and Accounting Service (DFAS)
4.5.1		Headquarters
4.5.2		Centers
4.5.3		Operating Locations (OPLOCS)
4.6		Certifying Officials
PROVIDE CUSTOMER SERVICE*		
5.0	1 Hr	

FEDERAL BUDGET SYSTEM

6.1	Planning, Programming and Budget System
6.2	Budget Process

APPROPRIATION LAW

2 Hrs

7.1*	Anti-Deficiency Act
7.2	Food and Forage Act
7.3	Bonafide Need

FUNDING REQUIREMENTS

8.1	Financial Plan Submissions
8.1.1	Submitted Requirements
8.1.1.1	Tuition Assistance
8.1.1.2	Official Representation Funds
8.1.1.3	Travel/Transportation
8.1.1.4.	Purchased Services
8.1.1.4.1	Utilities
8.1.1.4.2	Communications
8.1.1.4.3	Rents/Leases
8.1.1.4.4	Real Property Maintenance
8.1.1.4.5	Misc. Contract Services/Purchased Maintenance
8.1.1.5	Supplies and Equipment
8.1.1.6	Non-Flying DLRs
8.1.1.7	Claims and Awards
8.1.1.8	Unfunded Submissions
8.2	Financial Plan

FUNDS DISTRIBUTION

9.1	30 Min	Relationship of Direct and Reimbursement Funding, TOA and TAA
9.2*	1 Hr	Interpret Funding Guidance
9.3	15 Min	Initial Distribution
9.3.1		Annual Funding
9.3.2		Quarterly Phasing

9.4	Load Fund Targets/Limitations
9.4.1	General Accounting and Finance System
9.4.2	Supply
9.4.3	Medical
9.5	Verify Target/Limitation Loads Against Document

BUDGET EXECUTION

10.1*	6 Hrs	Determine Propriety of Funding
10.2	30 Min	Determine Status of Funds/Reprogramming Actions
10.3		Support Agreements
10.3.1		Develop Cost Estimates
10.3.2		Track Reimbursements
10.4		Other Reimbursement Programs
10.5		Flying Hour Program
10.5.1		Consumable
10.5.2		AVPOL
10.5.3		DLRs
10.6		Civilian Pay
10.7		Revalidate Unfunded Requirements
10.8		Management of Prior Year Funds
10.8.1		Fall-in and Fall-out
10.8.2		Upward Adjustments
10.9		Resource Management System (RMS)
10.9.1		Training
10.9.2		Financial Working Group
10.9.3		Financial Management Board
10.9.4		Prepare FWG/FMB Briefing
10.10		Fiscal Year-end and Close-out
10.11		Perform Budget Program Analysis

ACCOUNTING PRINCIPLES

11.1*	3 Hrs	Stages of Accounting
11.1.1		Disbursement Accounting
11.1.1.1		Commitments

11.1.1.2		UOO
11.1.1.3		AEU
11.1.1.4		AEP
11.1.2		Reimbursement Accounting
11.1.2.1		UFCO
11.1.2.2		FCOU
11.1.2.3		FCOC
11.2*		Determine Elements of Accounting Classification
11.3		Build/Research Accounting Address
11.4*		Funds Certification
11.4.1		Verify Accuracy of Accounting Classifications
11.4.2		Certify Fund Availability
11.5	2 Hrs	General Accounting and Finance System
11.5.1		Interfaces
11.5.2		On-Line Updates
11.5.3		Merged Accountability Fund Reporting
11.6		Base Variable File
11.7		Master Appropriation Ref Table and By-Pass Codes
11.8	1 Hr	CSR/FSR Rejects and Management Notices
11.9	2 Hrs	Process Commitment Documents
11.9.1		AF Form 9
11.9.2		AF Form 616
11.9.3		AF Form 4009
11.9.4		MIPRS
11.9.5		Fund Cite Letter/Message
11.10	1 Hr	Process Obligation Documents
11.10.1		Contracts/Purchase Orders
11.10.2		Project Orders
11.10.3		SF 44
11.10.4		MORDs
11.10.5		MIPR Acceptance
11.10.6		Government Purchase Card Program
11.10.7		Miscellaneous

11.10.7.1		Military/Civilian Training
11.10.7.2		Tuition Assistance
11.10.7.3		Local Drayage
11.10.7.4		Legal Claims
11.10.7.5		Supplemental Medical
11.10.7.6		Transportation Documents
11.10.7.7		Travel Orders
11.10.7.8		Utility Bills
11.11		Process Receiving Reports
11.12		Process Invoices
11.13	2 Hrs	Process Payments
11.13.1		Prompt Payment Act
11.13.1.1		Compute Interest Penalty
11.13.1.2		Compute Discounts
11.13.2		Foreign Currency Fluctuation Account
11.13.2.1		Budget Rate
11.13.2.2		Daily Exchange Rate
11.13.3		Prepare and Assemble Vouchers
11.14		Accounts Payable Management Products
11.15		Accounts Receivable
11.15.1		Customer Billings
11.15.1.1		Stock Fund
11.15.1.2		Miscellaneous
11.15.2		Process Collections
11.15.3		Delinquent Accounts
11.16		Government Accounting
11.16.1		Interfund
11.16.2		Trial Balance
11.16.3		General Fund General Ledger
11.17		General Accounting and Finance System
		Management Products
11.17.1		Open Document List
11.17.2		Daily Audit List
11.17.3		Daily Appropriation Summary List
11.17.4		Operating Budget Ledger

11.17.5

Allotment Ledger

11.18

Aged Travel Advances/Obligations

MILITARY PAY SYSTEM

2 Hr

12.1

Interpret MPPA

12.2*

Interpret LES

12.3

Rejects/Management Notices

ENTITLEMENTS

90 Min

13.1

Compute Basic Pay

13.2

Special Pay

13.2.1

Medical and Dental

13.2.2

Proficiency/Special Duty Assignment

13.2.3

Compute and Process Foreign Duty

13.2.4

Aviation Continuation

13.2.5

Compute and Process Foreign Duty

13.2.6

Incentive Pay

13.2.7

Aerial Flight

13.3

Entitlement Verification/Recertification

13.3.1

Individual

13.3.2

Unit/Agency Verification

ALLOWANCES

14.1

Compute and Process BAS

14.2

30 Min Compute and Process BAH

14.3

30 Min Clothing

14.4

30 Min Compute and Process FSA

14.5

1 Hr Compute and Process COLA

14.6

1 Hr Compute and Process OHA

14.7

1 Hr Compute and Process TLA

14.8

30 Min Compute and Process TLE

DUTY STATUS

15.1

15 Min Process PCS

15.2

15 Min Process Leave

15.3	15 Min	Determine Effect of TDY on Pay and Allowances
15.4	15 Min	Confinement
15.5	15 Min	AWOL

DEDUCTIONS

16.1	45 Min	Compute and Process
16.2	1 Hr	SGLI/AFRH/Dental

PROCESS ALLOTMENTS

17.0	15 Min	Process Allotments
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INDEBTEDNESS

	30 Min	
18.1		Types
18.2		Notification
18.3		Repayment
18.4		Appeals and Rebuttals
18.5		Remission
18.6		Waiver
18.7		Open/Suspended Questionable Indebtedness

SEPARATIONS

19.0

RETIREMENTS

20.0

REENLISTMENTS

21.0

COURTS MARTIAL SENTENCES AND NON- JUDICIAL PUNISHMENT

22.1	15 Min	Fines
22.2		Forfeitures

**COMPUTE AND PROCESS MILITARY PAY-
MENTS**

23.1	15 Min	Advance
23.2	15 Min	Partial
23.3	15 Min	Casual

PROCESS DIRECT DEPOSIT

24.0	30 Min
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PROCESS CHANGE OF ADDRESS

25.0	15 Min
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DEPENDENCY DETERMINATION

26.0	30 Min
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**COMPUTE AND PROCESS COMBAT ZONE
TAX EXCLUSION/QUALIFIED**

27.0	30 Min
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SAVINGS DEPOSIT PROGRAM

28.0	30 Min
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RETIRED PAY

29.1	Change of Address
29.2	Deductions
29.3	Allotments
29.4	Certification of Pay Request

CIVILIAN PAY

30.1 - 30.5	Timekeeper Training
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**RESERVE COMPONENTS AND ROTC
(Pay and Allowances)**

31.0

ESTABLISH/UPDATE MASTER TRAVEL RECORDS

32.0 30 Min

MILITARY AND DEPENDENT PCS, RETIRE- 1 Hr MENT AND SEPARATION TRAVEL

33.1	Compute Leave and Allowable Travel Time
33.2	Compute Travel/Transportation Options & Allowances
33.3	Determine Dislocation Allowance
33.4	POV Shipment/Storage
33.5	Vouchers
33.5.1	Compute Conus-Conus
33.5.2	Computer Conus-Overseas or return
33.5.3	IPCOT/COT
33.5.4	Transportation of Student Dependent
33.5.5	Separation/Retirements

CIVILIAN AND DEPENDENT PCS TRAVEL

34.1	Allowable Travel Time
34.2	Travel and Transportation Allowances
34.3	TQSE
34.4	RITA/WTa
34.5	House Hunting
34.6	Real Estate
34.7	Miscellaneous Expense
34.8	Compute Vouchers
34.8.1	Conus-Conus
34.8.2	Involving Overseas

COMPUTE TDY, MILITARY AND CIVILIAN 3 Hrs

35.1	Leave and Allowable Travel Time
35.2*	Travel and Transportation Options and Allowances
35.3*	Per Diem
35.4	Accrual Vouchers

35.5	Reimbursable Expenses
35.6	Reserves Training
35.6.1	Annual Training
35.6.2	Inactive Duty Training
35.7	Settlement Vouchers

**COMPUTE VICINITY TRAVEL AND MIS-
CELLANEOUS REIMBURSABLE EXPENSES**

36.0 30 Min

OVERSEAS EMERGENCY LEAVE

37.0 30 Min

**EMERGENCY EVACUATION ENTITLE-
MENTS**

38.0 2 Hrs

COMPUTE DITY MOVES

39.0

**GOVERNMENT TRAVEL CHARGE CARD
PROGRAM**

40.0 30 Min

DDO OPERATIONS

41.0 1 Hr

OPLOC/RAFO OPERATIONS

42.1	1 Hr	Accountability
42.2	1 Hr	Treasury Operations

CONTINGENCY OPERATIONS

43.1	16 Hrs	Appointments and Duties of Agents
43.1.1		Disbursing Agents
43.1.2		Paying Agents
43.1.3		Cashiers

43.2	Safeguarding Funds
43.3	Determine Sources of Funds
43.4	Limited Depository
43.5	Accountability
43.6	Destruction of Funds
43.7	Noncombatant Evacuation Operations

COST AND ECONOMIC ANALYSIS

44.1	Productivity Enhancement Capital Investment
44.2	Economic Analysis

COMMERCIAL ACTIVITIES

45.0

MANAGEMENT AND SUPERVISION

46.1	1 Hr	Federal Manager's Financial Integrity Act
46.1.1		Self-Inspection Program
46.1.2		Management Control Program
46.1.3		PRA Audits
46.1.4		Quality Assurance Program
46.1.5		Fraud, Waste and Abuse Program
46.2		Manpower Issues
46.2.1	15 Min	Unit Manpower Document
46.2.2		Unit Personnel Management Roster
46.2.3		Manpower Variance
46.2.4		AF Manpower Standard
46.3	30 Min	Training
46.3.1	30 Min	Use OJT Training Guides
46.3.2		AF Training Management System
46.4		Supervision
46.4.1		Establish Standards for Work Performance
46.4.2		Job Performance Feedback
46.5	30 Min	Recognition Programs
46.5.1	15 Min	AF Comptroller Awards Program
46.5.2		Base MAJCOM/DFAS

46.5.3		Aces High
46.6	15 Min	Doubtful Claims
46.7		AF Audit Program
46.8	30 Min	Mobility and Deployment
46.8.1	15 Min	Base Mobility Plans, Predeployment/Deployment Procedures
46.8.2		UTCs Availability and Management Information Summary
46.8.3		Mission Capability Statements
46.8.4		MEFPEK manager (LOGDET Kit Management)

* Core/Wartime Tasks